

M S P



MANAGERIAL SELECTION PROCESS

State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS AN OPEN EXAMINATION.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF STATE PLANNING**

SALARY: **\$7,593 - \$8,621**

LOCATION: **HEADQUARTERS – SACRAMENTO**

DIVISION: **PLANNING**

FINAL FILING DATE: **JANUARY 9, 2018**

DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Division Chief or Chief, Division of Transportation Planning (DOTP), the incumbent provides leadership in planning, organizing and directing the work of the Office of State Planning and provides program guidance to the districts. The incumbent manages the state planning program, including cyclical development of the California Transportation Plan (CTP); development of guidelines and implementation of the CTP statewide; and oversees strategic planning and scenario analysis for state planning and DOTP. The incumbent also oversees the Transportation Economic Program, the Legislative Coordination function and the Native American Liaison function. The incumbent is responsible for forging partnership, lead critical discussion on emerging and future state multi-modal transportation solutions, and work toward resolving the most difficult and complex State planning issues that span many levels of government.

This position is policy oriented with significant technical analysis and assignments are politically sensitive.

Duties and activities include, but are not limited to:

- Oversees and manages Caltrans' State Planning Program. Activities include 1) developing and updating the CTP every 5-years and related policies, strategies, and guidance and 2) developing CTP guidelines and implementing CTP statewide in collaboration with districts, other divisions and regional agencies, and specially with Sustainability Program.
- Oversees strategic planning and scenario analysis for the Planning program and the state transportation system. Activities include providing leadership, direction and guidance to have an effective strategic planning of the future transportation system.
- Oversees the transportation Economic Analysis program that provides transportation decision makers with expert economic and financial analysis including Life Cycle Cost and Cost Benefit analysis on various transportation projects, economic impact assessments, including State Highway Operations and Protection Program (SHOPP), State Transportation Improvement Program (STIP); socioeconomics forecasts by county, special studies, transportation funding report. Provide economic analysis and modeling support for CTP. Working with and support California Transportation Commission (CTC) programming effort.
- Oversees the Division's legislative analysis and coordination efforts on various planning legislation respond to Legislative Affairs Office, track legislation and provide routine status reports.
- Oversees the work of Native American Liaison Branch which provides leadership and direction for the Department effort to improve the government-to-government relations with tribal government.
- Manages office issues related to strategic planning, organization, scheduling, training, staff development, performance evaluation, safety and specific personnel issues.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

Or II

Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

KNOWLEDGE AND ABILITIES

Knowledge of: Caltrans' budgeting process; Caltrans' Equal Employment Opportunity (EEO) Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; supervisor's role in Safety, Health, Labor Relations and Caltrans EEO Program and the processes available to meet these program objectives; purposes, organization, and policies of Federal, State, regional, and local transportation agencies; program goals and objectives of Caltrans.

Ability to: Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants.

Communicate effectively with other agencies, the public, and the media; effectively contribute to Caltrans' Safety, Health, Labor Relations, and EEO Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the minimum qualifications will be admitted into the examination process.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

STATEMENT OF QUALIFICATIONS/EVALUATION CRITERIA

A Statement of Qualifications (SOQ) must be submitted along with the State application. An SOQ is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The SOQ must not exceed two (2) pages in length.

1. Demonstrated knowledge and experience in multi modal system planning, regional planning and developing major multimodal transportation plans, strategic plans, general plans or economic development plans at the statewide level or district/regional level.
2. Demonstrated knowledge and experience in areas of sustainable transportation, smart mobility, active transportation, complete streets, main streets, climate change, Local Development and Intergovernmental review, transportation energy and alternative fuels at state and federal level, particularly those of Caltrans.
3. Demonstrated ability to work effectively and forge collaboration with Caltrans Districts/Divisions; state, regional and local transportation agencies; private sector, research institutions, and advocate and advisory groups.
4. Demonstrated ability to develop and implement innovative and effective solutions for transportation problems.
5. Demonstrated interpersonal communication skills, both oral and written, necessary to address a variety of internal and external issues.
6. Demonstrate knowledge of organization and policy issues facing Caltrans, and the current response to the issues.
7. Demonstrated knowledge and experience with Caltrans personnel management practices and procedures.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 17MSP82**
- Faxed applications will not be accepted.
- A Statement of Qualifications. **The Statement must not exceed two pages.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- "Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall

be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678)."**

The State application and Statement of Qualifications must be received or postmarked by the final file date of **January 9, 2018**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Alejandra Saldana (17MSP82)
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Alejandra Saldana at (916) 227-5534.

ELIGIBILITY INFORMATION

This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.